

LTC17D181

Title: *SCI LTQC Minutes*
Author: Karin Goodby
Date: 08 June 2018
Circulation: List of recipients
Agenda: Learning and Teaching Committee – 20 June 2018
Version: Final
Status: Open

Issue

To receive minutes of the Faculty of Science Learning, Teaching and Quality Committee meeting held on:

1. 18 April 2018

Recommendation

Recipients are invited to receive the minutes for information.

Resource implications

Not applicable.

Equality and Diversity

Not applicable.

Timing of decisions

Not applicable.

Further information

Contact details: Karin Goodby, Learning and Teaching Coordinator, telephone 01603 593505, email: k.goodby@uea.ac.uk for enquiries about content of the paper.

Background

Not applicable.

Discussion

Not applicable.

Attachments

SCI LTQC Minutes, 18 April 2018



University of East Anglia

**UNIVERSITY OF EAST ANGLIA
FACULTY OF SCIENCE**

LEARNING, TEACHING AND QUALITY COMMITTEE (LTQC)

Minutes of the meeting held on **Wednesday 18 April 2018** in **EFB 1.02**.

Present: David Stevens (Chair), Mark Coleman (BIO), Simon Lancaster (CHE), Dan Smith (CMP), Ros Boar (ENV), Johannes Siemons (MTH), Nigel Clayden (NAT SCI), Anja Mueller (PHA), Laura McGonagle (SCI Senior Faculty Manager), Madeleine Colledge (UUEAS Academic Officer Postgraduate), Lindsay Westgarth (UUEAS SCI Faculty Convenor), Rachel Paley (LTS Hub Manager), Sophie Yates (Administrative Assistant, LTS) and Karin Goodby (Secretary, LTS Coordinator).

Apologies: Judith Mayne (Teaching And Related Activities Lab Manager) and Mary Leishman (UUEAS Academic Officer Undergraduate)

SECTION A: STANDING ITEMS

A1. MINUTES OF THE PREVIOUS MEETING

Considered and approved

Minutes of the previous meeting held on **14 February 2018** (document filed on the [SCI LTQC Blackboard Site](#)).

Updates on actions are as follows.

Meeting Date	Agenda Item	Summary of Action	Responsibility	Status
14 Feb 2018	A2. STATEMENTS FROM THE CHAIR- DSDW	ACTION: Mark Coleman to check if teaching spans over thirteen weeks where students are taught during DSDW and report back to Clive Matthews.	Mark Coleman (BIO)	Complete
14 Feb 2018	A2. STATEMENTS FROM THE CHAIR – MCQ Reader	ACTION: David Stevens to investigate options, costs and support implications for purchase of MCQ. James Desborough (PHA) can provide information	David Stevens (AD)	Ongoing. Initial enquiries have been made. Noted that purchase to be made by 31 July for this financial year.
14 Feb 2018	A3. STATEMENTS FROM MEMBERS OF UNIVERSITY GROUPS	ACTION: Rachel Paley to send information about the work of the Internal Quality Review Group to Laura McGonagle, including SCI representation	Rachel Paley (LTS)	Complete
14 Feb 2018	A3. STATEMENTS FROM MEMBERS OF UNIVERSITY GROUPS	ACTION: Karin Goodby to update representative list for working groups and contact Michele Pavey with details of correct SCI reps for LTC Review Groups	Karin Goodby (LTS)	Complete

14 Feb 2018	A5. IMPROVING STUDENT FEEDBACK ACROSS SCIENCE	Action: DLTs to ensure that their School consults with students on feedback (what do they value from assessment feedback/return?) via SSLCs	DLTs	Ongoing. See additional feedback below.
14 Feb 2018	A6. COMPLIANCE REPORTING	ACTION: David Stevens to speak to HoS CHE & BIO regarding sharing of teaching and further consider Faculty approach to teaching. (Changes in student to staff ratio, particularly in BIO, affect value/quality e.g. CW return and efficiencies need to be made to reduce the burden)	David Stevens (AD)	Ongoing. Discussion has taken place with HoS CHE. Further discussion to take place with PVC for Science
14 Feb 2018	B1. CONCESSION REQUESTS	ACTION: Simon Lancaster to discuss CHE timetable clash concerns with Clive Matthews outside of FLTQC meeting	Simon Lancaster (CHE)	In progress. Suggest arrange meeting via Johanna Hammersley (LTS)
14 Feb 2018	B2. TEF PILOT: DRAFT SUBMISSIONS	ACTION: DLTs to liaise with SSLCs and / or student reps to gain feedback on TEF drafts – suggested feedback evening with pizza. Contact Mary Leishman and Lindsay Westgarth for assistance if needed	DLTs	Complete. TEF Pilot submissions have been submitted and available on OneDrive
14 Feb 2018	B3. FACULTY REPORT ON EXTERNAL EXAMINERS' REPORTS 2016/17	ACTION: Karin Goodby and David Stevens to prepare External Examiner Faculty report for LTC by 23 Feb (deadline for papers)	David Stevens (AD) & Karin Goodby (LTS)	Complete
14 Feb 2018	B4. SELF-CERTIFICATION	ACTION: Ros Boar to discuss, with Clive Matthews outside of the FLTQC meeting (if required), ENV concerns regarding self-certification	Ros Boar (ENV)	Complete. Outcome s that there will be no relaxation of self-cert rules for project work. Schools advised to review submission dates to minimise disruption
14 Feb 2018	B5. COURSE PROPOSALS	ACTION: Dan Smith to seek formal support from ARM regarding fees issues	Dan Smith (CMP)	Ongoing. Course proposal to be re-submitted to LTC
14 Feb 2018	B6. ANY OTHER BUSINESS	ACTION: Mark Coleman to report back to FLTQC whether DLTs should have access to LTC Blackboard site	Mark Coleman (BIO)	Complete. Additional note from Karin Goodby: DLTs will be given access in due course
14 Feb 2018	C1. COURSE WITHDRAWAL PROCESS	ACTION: DLTs to review changes to course closure process which has significant changes for Schools	DLTs	Complete. Under Items to Report

Additional comments for A5:

- BIO 'pizza session' to obtain feedback a success
- BIO L4 group feedback on coursework feedback- prefer paper copies
- ENV students feel that get less feedback with e-marking and prefer annotations on paper
- Note a lot of students say they cannot read marker annotations
- Student Union – noted concerns about implementation. Benefits should be measured and communicated. Impact must be measured.
- Noted mixed views, some will like and some not.
- Crocodoc issue will be fixed before roll on in 2019- Apple have launched BOX

- Pilot phases – have been a number. Each phase has been evaluated with students, surveys and focus groups.
- One solution does not fit all. Acknowledged as part of CMP TEF review.
- LTC mandate is based on student preference for online marking. If there is evidence of significant numbers of students who prefer paper, the AD could raise.
- CHE laboratories – strong arguments for making sure instruments can be uploaded to cloud. Should include in specification for new teaching laboratories the off-line processing of data.

ACTION: David Stevens to discuss lab equipment requirements for Building 60 with Judith Mayne

A2. STATEMENTS FROM THE CHAIR

A2.1 Institutional Quality Audit (IQA):

- Proposal document has been circulated to DLTs
- Laura Thompson will be seeking representatives for Task and Finish Groups which will be looking at details. Members asked to volunteer for areas of interest. Noted Mark Coleman will assist in the area of module evaluations
- New process must be an improvement and benefit students
- Concerns about how this will look and losing module feedback breakdown- noted this is not the case and will be retained
- Mid-module evaluation to be completed by methods prescribed within Schools.
 - Suggested that there must be best practice and this should be adopted within Science
 - Noted that mid-module review can look very different for a Level 4 module and a Level 6 project modules – one size does not fit all
 - Differences reflect distinctiveness of modules, hence value
 - Best practice across Schools can be shared, even if standard approach across all Schools/modules not taken
- Noted that the review group has struggled with academic representatives in attendance but Science has had requests for more representatives to attend declined
- Management data for module evaluations- Local Support Team analysis aids so many processes. For example, teaching/appraisals. One of the few very useful tools is being removed – a key component of TEP. Noted:
 - LSO have to spend more time on admissions work so are not resourced to undertake this task in 2017-18
 - Concerns raised that administrative tasks are being transferred to academics – and more will be as a result of Align
 - Fit for purpose systems is main issue.
 - Mark Coleman and Simon Lancaster noted their dissatisfaction with this approach. David Stevens decreed that the decision stands (Local Support will not provide this support anymore)
 - Noted that the data at end point is meaningless (due to presentation of data and low response rates) but are useful as a starting point.
 - Current system identifies quantitative outliers but cannot cross reference with the relevant qualitative statements

ACTION: DLTs to consider expressions of interest for IQA Task and Finish Groups when request is received

A2.2 Module Evaluations: Will continue to publish feedback to students on SCI Student Zone

A2.3 TALIS Reading Lists:

- Ed Chamberlain has confirmed that help is available (including offering demonstration at meetings) from the Library to help colleagues with TALIS lists.
- Highlighted as another example of an administrative task being undertaken by academics
- Not valuable in BIO. Context independent reading is key and TALIS divorces reading from teaching sessions
- CHE ensures all reading lists are available on TALIS only – achieves consistency
- Technology is beneficial – can calculate numbers of cohorts and demand to ensure that students have the information they need

A3. STATEMENTS FROM MEMBERS OF UNIVERSITY GROUPS

Received

Oral reports from members of University groups on matters of interest to the committee.

A3.1 Peer Observation Working Group (Anja Mueller): No updates

A3.2 Teaching Space Working Group (David Stevens): One meeting. Discussed refurbishments over summer. Positioning of screens and writing surfaces discussed. Teaching spaces have improved. Praise for Matt North.

A3.4 Exam Papers/Feedback (Ros Boar): Awaiting feedback from Caroline Sauverin

A3.5 Submission of Assessment Policy Working Group (Mark Coleman, Rachel Paley): Policy changes made last year with exception of proposal on penalty changes, where views are polarised. Helen Gillespie will be presenting recommendation to LTC

A3.6 Technology Enhanced Learning Committee (Anja Mueller): TALIS support discussed and automatic link to modules in future. Noted module update task has tick box requesting if TALIS list included – designed to identify those modules not requiring TALIS list

A3.7 Inclusion Policy Working Group (WP) (Anja Mueller): No updates

A3.8 2017-18 LTC review of Extenuating Circumstances policy (Dan Smith/Anja Mueller): ADTP has completed a review of regulations, group invited to comment and feedback

A3.9 2017-18 LTC review of Internal Moderation and Double marking (Dan Smith/ Anja Mueller?): proposal relating to group work discussed. Do we need to introduce more review measures? Assessment and Moderation meetings undertaken. Noted ENV analysis revealed that marks of only one marker needed to be increased in 2016-17. FLTQC members note that current process is adequate. Do not want to replicate existing practice- ensure feedback

A3.10 2017-18 LTC review of Plagiarism and Collusion policy (Dan Smith): No updates

A3.11 Lecture Capture Working Group (Mark Coleman): No updates. 'Lecture Recording' will better reflect purpose of group.

A4. STATEMENTS FROM STUDENT UNION REPRESENTATIVES

Received

Oral reports from the Student Union representatives

- Elections – new Maddie and Mary starting 01 July: Jenna Chapman (UG) and Martin Marko (PGT)
- 450 staff nominated for award, including Simon Lancaster. Congratulations to Simon. Tickets available for event.
- Strike action suspended. Q&A for students being held tomorrow. Students have mixed views about Strike action. Understanding overall but many wish to be compensated for missing out of the project.

A5. IMPROVING STUDENT FEEDBACK ACROSS SCIENCE

Discussed

Update on enhancing student feedback.

- Discussed as part of Chairs statement
- Invited student feedback via paper aeroplanes – a success

A6. COMPLIANCE REPORTING

Reviewed

Science Faculty compliance in the following areas, with reference to Section D.

- (1) Quality Assurance Review (QAR) (annual module and course review)
- (2) External Examiner Reports (and Issues or themes which should be reviewed by SCI LTQC to inform future practice/ to bring to the attention of LTC)
- (3) Monitoring Attendance & Engagement (annual Faculty report to LTC)
- (4) Coursework turnaround times (20 day turnaround)
- (5) HEA Fellowships (School and Faculty progress)
- (6) TALIS (mandatory use of)

- Noted Council has to report percentage compliance to HEFCE

ACTION: Laura McGonagle to seek HEA Fellowship data for review at next meeting

SECTION B: ITEMS FOR DISCUSSION AND ACTION

B1. RESEARCH ETHICS POLICY (14:30)

Received

Verbal update from Bridget Penhale (Chair of the University Research Ethics Committee (UREC)) on the revised Research Ethics policy.

- Policy revised during academic session 2015/6 and ratified Senate 2016/7
- Series of briefings agreed to various committees e.g. Research Executives for Faculties
- Applies to all academic research, support staff, students, carrying out work for the University
- Request assistance that information is disseminated. Help sheet is available for circulation
- Supervisor is responsible for ensuring ethical approval
- Applies to research involving human participants, their tissue/date; animals; environmental
- Has to be taken on board early in process and before research has started. Breaches could be subject to research misconduct processes- retrospective ethics is not possible and only considered in exceptional circumstances
- Questions should be raised with School Research Ethics Committee Chair or check webpages
- SCI arrangements - there is not a research ethics committee for Science as a whole
 - CHE send ethics to EDU – this arrangement is fine to continue. EDU happy to continue to receive applications that are related
 - BIO –animal
 - CMP- survey, internet
 - PHA- attached to FMH and EDU also used
 - General Research Ethics Committee also covers ENV
- In process of reviewing – schools have own committees or broad arrangements covering multiple schools. Expertise could be developed in a Faculty Research Ethics Committee
- BIO have risk assessment processes in place which sound to be appropriate. Guidance notes will provide more information as to factors/issues to be taken into account
- Module level assessments –individual work will require individual approval
- Provision for module level approval – a process of application to demonstrate ethical matters considered. This is a new process – need clarification as to whether required in addition to current and well-constituted BIO practices
- Schools will not be prevented from undertaking particular research as long as ethical issues have been addressed

ACTION: Karin Goodby to circulate helpsheets from Bridget Penhale to FLTQC members

ACTION: Mark Coleman to further discuss implications (if any) for BIO, with Bridget Penhale

B2. MODULE UPDATE AND MODULE FAIRS

Discussed

Experience in usefulness of information and ease of accessing module information

- Important that advising team are able to provide advice to students about module choices
- Lack of proper process and mixed experiences:
 - LTS circulated module choice forms – BIO, ENV aware in advance.
 - CHE not aware. Will affect NSS. CHE has completed a lot of work with CTEL on a video in to provide students with information about modules
 - Worked fine for BIO, ENV, MTH – received information in advance and were able to organise module fairs accordingly. All information on SCI student zone
- Information for student module choice must be better for next year
- Information was not on e:Vision this year as expected. Was the purpose of e:Vision module updates
- Module Outlines- not useful for academics or students. Does not work. Neil Ward agrees that improvement is needed
- Acknowledgment that in transitional period to adhere with CMA requirements but with lack of appropriate system.
- Difficult to make changes – e.g. as a result of student evaluation
- Align project – should have had academic representation as decisions about administrative processes affect academics
- More system development required.
 - Restricted to five learning outcomes per module/ staff teaching module
 - Cannot print- external regulators have to see this information
 - Access issues- no academic oversight (DLT and HoS) – only LTS and ARM
- Timing: students had longer to make module choices this year but require students to make early choices (BIO). Confirm when information available to students, and for how long.

ACTION: Karin Goodby to check dates for OME (this year and last) and provide feedback to FLTQC

B3. FIVE YEAR COURSE REVIEW

Discussed

Five Yearly Course Review Report (CR2) and consider Faculty Report (CR3) for the following Postgraduate course reviewed in 2016-17: Advanced Organic Chemistry MSc (T1F160101) programme. **Documents B3 (1-2) on [Blackboard Site](#)**

- Noted that worthy of discussion by FLTQC as non-routine – noting low numbers. One student is enrolled in academic year 2017/8. Is it worth pursuing this course? If so, what can we do to enhance it?
- The Course Team provided lots of anecdotal, rather than quantitative, information at Course event such as stating that the course is a ‘feeder’ for PhD
- Stats provided from SITS show that 70 students have enrolled since 1999- this averages at around three and half students enrolled per year. Out of 70 students only 15 have gone on to undertake a UEA PhD (4 of which are currently studying).

A further 3 enrolled on to the PhD but did not complete (withdrew or transferred).
78% of students did not go on to undertake a UEA PhD.

- Noted
 - This programme predominantly recruits international students
 - Economies of scale – students attend existing Level 6 teaching
 - School (Head of School and Professor Andy Cammidge, Course Director) supportive of maintaining the programme.
 - Would like to increase numbers - any feedback is welcome
 - External reviewer at five-year event was very positive about programme
 - How many self-funding PhD students are needed to justify the continued running of the programme? Need to make an informed decision based on numbers/value if University is making decisions on a business case model.
 - What are the costs associated with running of this programme? If we don't know marginal costs, what is the argument for not continuing with the programme?

ACTION: David Stevens to complete CR3 noting feedback from FLTQC

B4. MAJORITY ONLINE COURSES

Discussed

Paper considered at LTC. **Document B4 on [Blackboard Site](#)**

- Difficult to do well without large investment
- University has expertise to do this well in CTCL
- But what are benefits and are costs sustainable?
- CHE working with CTCL on CHE Foundation Year modules – for benefit of campus-based students
- Valuable for niche markets e.g. PHA, HSC, EDU, CPD programmes

B5. DELIVERY OF BLENDED TEACHING & LEARNING

Noted

That LTC resolved:

- 1) all face to face teaching modules, both undergraduate and postgraduate, will be supported by an online site either for that module alone (standalone) or designed for the whole course or collection of modules (umbrella);
- 2) where current management information shows a school with less than 90% of students enrolled on frequently accessed Blackboard site, the relevant Associate Dean will discuss and resolve this with the School Teaching Director and Learning Technology team;
- 3) School Teaching Committees should devise a list of mandatory content for the Blackboard sites in their schools.

Discussed

Implementation and issues

- BIO, CHE, ENV has been compliant with this process for a number of years and thought this was already a requirement

- Courses benefit from Blackboard sites also – e.g. ENV/DEV
- Does this need to be regulated within Schools?
- Report on usage of Blackboard Sites would be useful
- Minimum requirements including;
 - Timetable for teaching content
 - Module handbook
 - Lecture slides e.g. 48 hours before session

ACTION: DLTs to confirm the minimum requirements for Blackboard sites in their school – send details to sci.ltqc@uea.ac.uk for collation

B6. ANY OTHER BUSINESS – to close

None

B7. SUMMARY OF ACTIONS

Meeting Date	Agenda Item	Summary of Action	Responsibility
18 Apr 2018	A1. PREVIOUS MINUTES	ACTION: David Stevens to discuss opportunities for shared teaching with Phil Gilmartin (Pro-VC of Science Faculty)	David Stevens
18 Apr 2018	A1. PREVIOUS MINUTES	ACTION: David Stevens to discuss School lab equipment requirements, for Building 60, with Judith Mayne	David Stevens
18 Apr 2018	A2. STATEMENTS FROM THE CHAIR - Institutional Quality Audit (IQA)	ACTION: DLTs to consider expressions of interest for IQA Task and Finish Groups when request is received	David Stevens
18 Apr 2018	A6. COMPLIANCE REPORTING	ACTION: Laura McGonagle to seek HEA Fellowship data for review at next meeting	Laura McGonagle
18 Apr 2018	B1. RESEARCH ETHICS POLICY	ACTION: Karin Goodby to circulate helpsheets from Bridget Penhale to FLTQC members	Karin Goodby
18 Apr 2018	B1. RESEARCH ETHICS POLICY	ACTION: Mark Coleman to further discuss implications (if any) for BIO, with Bridget Penhale	Mark Coleman
18 Apr 2018	B2. MODULE UPDATE AND MODULE FAIRS	ACTION: Karin Goodby to check dates for OME (this year and last) and provide feedback to FLTQC	Karin Goodby
18 Apr 2018	B3. FIVE YEAR COURSE REVIEW	ACTION: David Stevens to complete CR3 for Advanced Organic Chemistry MSc noting feedback from FLTQC	David Stevens
18 Apr 2018	B5. DELIVERY OF BLENDED TEACHING & LEARNING	ACTION: DLTs to confirm the minimum requirements for Blackboard sites in their school – send details to sci.ltqc@uea.ac.uk for collation	Karin Goodby

SECTION C: ITEMS FOR REPORT

C1. ANNUAL COURSE MONITORING SCHOOL SUMMARY REPORTS (QAR3) (PGT)

Received

Annual Course Monitoring School Summary Reports (QAR3)(PGT) for CHE and PHA. **Documents C1 (1-2) on [Blackboard Site](#)**

C2. COURSE CLOSURE

Received

Closure of Undergraduate Environmental Sciences programmes as follows:

GEOPHYSICAL SCIENCES, U1F640302
GEOPHYSICAL SCIENCES WITH A YEAR IN EUROPE, U1F642402
GEOPHYSICAL SCIENCES WITH A YEAR IN NORTH AMERICA, U1F641402
GEOPHYSICAL SCIENCES WITH A YEAR IN AUSTRALIA, U1F662401
GEOPHYSICAL SCIENCES WITH A YEAR IN INDUSTRY, U1F660401

Document C2 on [Blackboard Site](#)

SECTION D: ITEMS FOR REPORT (QUALITY/COURSE RELATED)

Received

Update on Quality Compliance

D1. EXTERNAL EXAMINER REPORTS 2016-17

UNDERGRADUATE									
School	Total Examiners	External Examiner	Report Received	Draft School Response Received	Critical Read 01	Critical Read 02	Chair revision required?	AD Approval	Final Report on BB
BIO	4	Bryant	Yes	Yes	Yes	Yes	No	Yes	Yes
		Hodge	Yes	Yes	Yes	Yes	No	Yes	LTS to action
		Hyde	Yes	Yes	Yes	Yes	No	Yes	Yes
		Sharp	Yes	Yes	Yes	Yes	Yes	LTS to action	
CHE	4	Baron	Yes	Yes	yes	yes	No	Yes	Yes
		Howe	Yes	Yes	yes	yes	No	Yes	Yes
		Layfield	Yes	Yes	Yes	yes	No	Yes	Yes
		Whiting	Yes	Yes	Yes	yes	No	Yes	Yes
CMP	3	Konev	Yes	Yes	Yes	Yes	No	Yes	Yes
		Krinke	Yes	Yes	Yes	Yes	No	Yes	Yes
		Marshall	Yes	Yes	Yes	Yes	No	Yes	Yes
ACT SCI	2	Palmer	Yes	Yes	Yes	Yes	No	Yes	Yes
		Rickayzen							
ENV	2	Bigg	Yes	Yes	Yes	Yes	Due 18th Jan 2018 - Chapman. Reminder 5/2/18		
		Rivett	Yes	Yes	Yes	Yes	Due 18th Jan 2018 - Chapman. Reminder 5/2/18		
		Nagase	Yes	Yes	Yes	Yes	Due 18th Jan 2018 - Chapman. Reminder 5/2/18		
		Jump	Yes	Yes	Yes	Yes	Due 18th Jan 2018 - Chapman. Reminder 5/2/18		
MTH	2	Burns							
		Decent	Yes	Yes	Yes	Yes	No	Yes	Yes
MTH-ENG	1	Hossain	Yes	Yes	Yes	Yes	No	Yes	Yes
NAT SCI	1	Wilson	Yes	Yes	Yes	Yes	No	Yes	Yes
PHA	5	Green	Yes	Yes	yes	Yes	Yes	Due 13/2/18 - P.McDermott. Reminder 10/4/18	
		Kidd	Yes	Yes	yes	Yes	Yes	Due 13/2/18 - P.McDermott. Reminder 10/4/18	

	Malkinson	Yes	Yes	yes	Yes	No	Yes	Yes
	Sowter	Yes	Yes	yes	Yes	Yes	Yes	Yes
	White	Yes	Yes	yes	Yes	No	Yes	Yes

POSTGRADUATE									
School	Total Examiners	External Examiner	Report Received	Draft School Response Received	Critical Read 01	Critical Read 02	Chair Revision Required?	AD approval	Final Report on BB
BIO	3	Bryan	Yes	Yes	Yes	Due 24 Apr 18- Ros Boar			
		Grose	Yes	Yes	Yes	Yes	LTS to action	No	
		Rowcliffe	Yes	Yes	Yes	Yes	LTS to action	No	
CHE	1	Stockman	Yes	Yes	Yes	Yes	No	Due 25 Apr 18	
CMP	3	Galton	Yes	Yes	Yes	Yes	No	Due 25 Apr 18	
		Hendley							
		Roberts	Yes	Yes	Yes	Yes	No	Due 25 Apr 18	
ENV	4	Davies	Yes	Yes	Yes	Yes	No	Due 25 Apr 18	
		Fischer	Yes	Yes	Yes	Yes	No	Due 25 Apr 18	
		Washington	Yes	Due 12th Feb 2018 - G.Malin. Reminder 10/4/18					
		Yu	Yes	Due 24 Apr 18- G. Malin					
MTH-ENG	1	Hughes	Yes	Yes	Yes	Yes	No	Yes	Yes
PHA	1	James	Yes	Yes	Yes	Yes	No	Yes	Yes

D2. ANNUAL MODULE AND COURSE REVIEW 2016- 17 (QARs)

100% compliance for Undergraduate.

PGT QAR1 outstanding as listed.

Module Code	Module Title	Module Organiser	Status
BIO-7033X	LABORATORY RESEARCH PROJECT	Colwyn Martin Thomas	MO to complete stage 2
ENV-7034A	GIS AND ITS APPLICATIONS FOR MODELLING ECOLOGICAL AND ENVIRONMENTAL CHANGE	Aldina Maria Atunes Franco	MO to complete stage 2
ENV-7120X	DISSERTATION	Congxiao Shang	MO to complete stage 2

POSTGRADUATE QAR 2016-17: OUTSTANDING		
School	Staff Responsible	Course Code/s
BIO	Stephen Robinson	T1C791101 - Molecular Medicine
BIO	Colwyn Thomas	T1C231101 - Plant Genetics and Crop Improvement (MSC)
CHE	COMPLETE	
CMP	Rudy Lapeer	T1G404101/T2G404201 - Advanced Computing Science (MSC)
CMP	Wenjia Wang	T1G400101/T2G400201 - Computing Science (MSC)
CMP	Dan Smith	T1G500101/T2G500201/T2G500301 - Information Systems (MSC)
ENV	Aldina Franco	T1C180103 - Applied Ecology - International Programme
MTH/ENG	Johannes Siemons	T1HF27101 - Energy Engineering with Environmental Management
PHA	COMPLETE	

D3. ANNUAL REVIEW OF ASSESSMENT AND MODERATION 2016-17

	School	Report Received
2016/7 Annual Review of Assessment and Moderation Reports	BIO	Yes
	CHE	Yes
	CMP	Yes
	ENV	Yes
	MTH	Yes
	PHA	Yes
	NAT SCI	Yes

D4. 5 YEARLY COURSE REVIEWS 2016-17

Review No.	UG/PG	SCHOOL	COURSE CODE	COURSE TITLE	REVIEW DATE
1	PGT	BIO	T1C791101	MOLECULAR MEDICINE	04/07/2017. Reported at LTC 24 Jan 2018
2	PGT	CHE	T1F160101	ADVANCED ORGANIC CHEMISTRY MSC	05/09/2017. To be reported at LTC 10 May 2018

D5. 5 YEARLY COURSE REVIEWS 2017-18

REVIEW NUMBER	SCHOOL	UG/PGT	COURSE CODES	COURSE TITLE	REVIEW DATE
1	BIO	UG	U1C700301, U1C700302	BIOCHEMISTRY	Not required

	BIO	UG	U1C720401, U1C720402	BIOCHEMISTRY WITH A YEAR IN INDUSTRY	
2	MTH	UG	U1G100302	MATHEMATICS	12/03/2018
	MTH	UG	U1G1N1302, U1G1N1303	MATHEMATICS WITH BUSINESS	
	MTH	UG	U1G10N401	MATHEMATICS WITH A YEAR IN INDUSTRY	
	MTH	UG	U1G103402	MASTER OF MATHEMATICS	
	MTH	UG	U1G10A401	MATHEMATICS WITH A YEAR ABROAD (MMth)	
	MTH	UG	U1G100V01	VISITING STUDIES IN MATHEMATICS (UNDERGRADUATE)	
3	PHA	PGT	T2B230101, T2B230301	GENERAL PHARMACY PRACTICE PDIP	TBC

D6. CHANGES TO EXISTING PROGRAMMES

School	Title	Status
PHA	New Course Proposal (low risk): Pharmacy (MPHARM) for 2018-19 (changes to existing programmes from 2018-19 for accreditation purposes)	Considered at FLTQC 07 June 2017. Reported at LTC 18 Oct 2017.
CMP	New Course Proposal (low risk): Computing Science with Study Abroad (MComp) – proposal to rename the existing BSc The proposal is for a modification to the existing Year Abroad course to allow for a semester study abroad as an additional option.	To be considered at FLTQC 14 Feb 2018.
BIO	New Course Proposal (low risk): BSc Ecology and Conservation with a Year Abroad & BSc Ecology and Conservation – proposal to rename the existing Ecology BSc programmes.	Approved by AD 14 Dec 2017. Reported at LTC 24 Jan 2018. Proposal to rename Ecology (Grad Dip)- T1C185101- moved to Section A and not approved by LTC).
CMP	New Course Proposal (low risk): BSc Computing Science with a Foundation Year- proposal to rename the existing Applied Computing Science (With A Foundation Year) programme	Approved by AD 03 Nov 2017. Reported at LTC 24 Jan 2018.

D7. COURSE CLOSURES

School	Title	Status
ENG	MSc Energy Engineering with Environmental Management (part-time) T2HF27201 (2 year) T2HF27301 (3 year) T2HF27401 (4 year)	Approved by AD 12 June 2017. To be reported at LTQC on 20 Sept 2017. Reported at LTC 18 Oct 2017.
CMP	Computing science (PDIP) T1G400101PD Computing science (PDIP) T2G400201PD Information systems (PDIP) T1G500102	Approved by AD 19 August 2017. To be reported at LTQC on 20 Sept 2017. Reported at LTC 18 Oct 2017.
CMP	Actuarial Sciences (BSc) U1N324303 Actuarial Sciences with a Year in Industry (BSc) U1N323404	Approved by AD 15 May 2017. To be reported at LTQC on 20 Sept 2017. Reported at LTC 18 Oct 2017.
CHE	Chemistry (Ordinary) U1F100301O Science with a Foundation Year (Ordinary) U1F008401O	Approved by AD 07 August 2017. To be reported at LTQC on 20 Sept 2017. Reported at LTC 18 Oct 2017.

CMP	Computing Science (Ordinary) U1G400301O	Approved by AD 31 July 2017. To be reported at LTQC on 13 Dec 2017. Reported at LTC 24 Jan 2018
MTH	Mathematics (Ordinary) U1G104301/2	Approved by AD 31 July 2017. To be reported at LTQC on 13 Dec 2017. Reported at LTC 24 Jan 2018
MTH	Mathematics with Business U1G1N1303	Approved by AD 27 Sept 2017. To be reported at LTQC on 13 Dec 2017. Reported at LTC 24 Jan 2018
PHA	Pharmacy (MPharm) - U1B230402 Pharmacy (MPharm with Placement)-U1B231501 Pharmacy with Foundation Year - U18B23401	Approved by AD 21 Nov 2017. Reported at LTC 24 Jan 2018
BIO	Ecology with a Year Abroad- U1C18A402 Ecology - U1C180302 (Closure of Ecology (Grad Dip)- T1C185101 moved to Section A and not approved by LTC).	Approved by AD 14 Dec 2017. Reported at LTC 24 Jan 2018.
CMP	Applied Computing Science (With A Foundation Year) -U1G414402	Approved by AD 21 Nov 2017. Reported at LTC 24 Jan 2018.
ENV	Geophysical Sciences- U1F640302 Geophysical Sciences With A Year In Europe- U1F642402 Geophysical Sciences With A Year In North America- U1F641402 Geophysical Sciences With A Year In Australia- U1F662401 Geophysical Sciences With A Year In Industry- U1F660401	Approved by AD 17 Jan 2018. To be reported at LTC 10 May 2018

D8. APPROVED COURSE PROPOSALS

School	Title	Status
PHA	New Course Proposal (low risk): Pharmacy (MPHARM) for 2018-19 (changes to existing programmes from 2018-19 for accreditation purposes)	Approved at FLTQC 07 June 2017. Approved at LTC 18 Oct 2017.
PHA	BSc in Pharmacology and Drug Discovery with Foundation Year	Approved at FLTQC 08 Nov 2017. Approved at LTC 29 Nov 2017.
PHA	MSci in Pharmacology and Drug Discovery	Approved at FLTQC 08 Nov 2017. Approved at LTC 29 Nov 2017.
PHA	New Course Proposal: MSc Natural Products and Drug Discovery	Considered at LTC 24 Jan 2018. Approved by Chairs Action in Mar 2018

D9. IN PROGRESS

School	Title	Status
BIO	New Course Proposal: Molecular Plant/Microbe Interactions (MSc)	CP1 Approval pending
MTH	New Course Proposal: MEng Power Engineering - Degree Apprenticeship	CP1 Approval pending. Expected programme launch in 2018
CMP	New Course Proposal: Computing Science with Study Abroad (MComp)	Considered at FLTQC in Feb 2018. CMP to respond to LTC sub-group queries